

Reclamation Manual

Directives and Standards

Procurement and Production of Badges and Credentials

1. **Involvement of Acquisition Office.** Purchases of any Bureau of Reclamation badges or credentials will be done in compliance with the Chief Security Officer (CSO) and Reclamation's Acquisition Office. Procurement of badges will be done by the CSO or a Law Enforcement or Security Manager (LESM), in coordination with local/facility Reclamation acquisition offices, utilizing standards established in this Directive and Standard (D&S).
2. **Purchase and Numbering of Badges.**
 - A. **Purchase.**
 - (1) The Director, SSLE, must approve, in writing, all designs for Reclamation badges issued pursuant to this D&S.
 - (2) The Director, SSLE, in coordination with the Denver Acquisitions Office, will approve and ensure LESMs use appropriate vendor(s) to obtain law enforcement and security badges.
 - (3) LESMs are authorized to purchase badges on an as-needed basis from the approved vendor.
 - B. **Numbering.**
 - (1) Each applicable unit will develop and manage their own numbering system that ensures each badge has a unique number assigned to it. The exception is honorarium badges which will not have assigned numbers.
 - (2) Badges will be numbered with a sequential numbering system (this applies to Hoover Dam Police Department and Grand Coulee Security Response Force).
 - (3) When a badge holder leaves a position the old badge number will be "retired" and a new badge number will be assigned to the replacement employee.
 - (4) When badges are lost, stolen, or replaced due to damage or for other purposes, the same badge number will be reissued as deemed appropriate (see Appendix D, Paragraph 3 of this D&S).
3. **Production of Credentials.**
 - A. The Director, SSLE is responsible for approving the design and, in coordination with the Denver Acquisitions Office, procurement of equipment to produce Reclamation credentials.

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- B. All stock credential material, including laminating pouches, will be procured, in coordination with the Denver Acquisitions Office, by the CSO.
- C. The CSO, via the Identity Management Office, is responsible for producing all credentials including printing, selecting/installing security features, and laminating credentials.
- D. Requests for credentials must be made in writing to the CSO (see Appendix C of this D&S.)